



STATE OF WASHINGTON  
DEPARTMENT OF LABOR AND INDUSTRIES  
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DATE: March 26, 2003

TO: Retro Advisory Committee

FROM: Frank Romero (Chair), Retro Program Manager

SUBJECT: Minutes of January 14, 2003, retro advisory committee meeting

The meeting was called to order by committee chair *Frank Romero* at approximately 1:05 PM. Two new members of the committee were introduced: **Linda Harvey** (Washington State Farm Bureau) and **Tammie Hetrick** (Washington Retail Association). Further introductions were made around the room.

It was *moved, seconded and carried* to approve the meeting minutes of October 8, 2002, as published. Frank then reviewed today's agenda.

**Retro Rules** – *Mark Matthies* gave a brief demonstration of the Retro rules web page which was recently revamped with the updated rules for 2003. The rules are written in an easy to follow format that clearly set out responsibilities of all parties involved in retro, including those of L&I.

- One rule clarifies that when a due date for an application or report falls on a weekend or holiday the due date is the next regular business day. This rule also clarifies that L&I will consider the report or application received as of the postmark date.
- Another rule allows L&I to accept faxed and emailed records in place of the original document.
- A new provision in one rule eliminates the need for annual renewal contracts for employers that participate in individual enrollments. The new provision provides for an automatic reenrollment in the same plan and level of participation provided their L&I account is in good standing. Employers that want to change plans, level of participation or discontinue participation will need to notify L&I.
- Organizations that sponsor retro groups will also see a small reduction in paper work with these rules. One change eliminates the need for an annual group application. An annual group agreement form is still needed.
- L&I also clarified in these rule changes that organizations that sponsor retro groups are responsible for communicating enrollment and claim decisions to their members.

**Actuary's Corner** – *Bill Vasek* discussed the administrative expenses incurred by the department and paid from the accident and medical aid funds (see handout). Expenses are categorized by function, though some expenses "cross over" from between differing areas of the

department. Our ratio of Expenses paid vs. Benefits paid is very good when compared to other state fund workers' comp agencies across the country.

**IME Improvement Project** – *Dave Overby* provided a brief overview of the project and described several proposals that are in the works. They will be soliciting feedback from stakeholders on these proposals. Dave can be reached at (360)902-6791.

**Claim Improvement Projects** – *Sara Spiering* updated the committee on the claims improvement projects currently underway at L&I. She also described recent changes to the claims administration phone system. Though the phone system infrastructure was changed, there should be no impact on calls coming from outside the department. She urged anyone who has experienced any technical problems while trying to reach staff by phone to contact her directly so that she can document and correct these issues.

Some of the “conceptual ideas” they have been considering as projects include: Triage Point Review of time loss and non-compensable claims; having specialists (WCA3) handle protests and re-openings; creation of a medical-only claims unit. Sara's phone number is (360)902-5658.

**Good of the Order** – Assistant Director *Bob Malooly* will attend the next committee meeting.

Frank thanked all in attendance and adjourned the meeting at 3:20 PM.

**Next Meeting: Tuesday, April 8, 2003**